

CIVIL - Professional Engineer Application Checklist

[Click here to see the qualifications flowchart](#)

For use by applicants that have taken and passed the NCEES Fundamentals of Engineering Exam

(FE waiver requests review requirements here: [Fundamentals of Engineering Waiver](#) or Comity applicants review comity instructions here: [comity](#))

Please use this checklist to ensure you have all the required documents ready to submit with your PE application. Items below are hyperlinked to the correct form on the BPELSG website. For more information, go to the [Professional Engineer Application page](#).

- ☐ A minimum of 72 months (6 years) of qualifying experience completed by the postmark final filing deadline (May 1 for October Exams – Nov. 1 for April exams)
- ☐ [Frequently Asked Questions](#) (FAQs) - applicant has read in full
- ☐ [Application Instructions](#) (3 pages) - applicant has read in full

The items below must be postmarked to the Board by the final filing deadline:

- ☐ [Application for licensure as a civil engineer](#) - 2 page application
- ☐ [Engagement Record and Reference Forms](#) - a minimum of four (4)
 - At least one supervisor for each engagement must be included to be given credit for time worked.
- ☐ **Sealed college transcripts** – all applicants should submit original, sealed transcripts for all engineering degrees to facilitate application approval. Degree evaluations are not accepted.
- ☐ [Board Verification Form](#) of licensure or exam for applicants with an out-of-state exam (FE, PE) and/or licensure. You must contact the other state and have the form completed according to their procedures.
- ☐ [Take Home Examination answer sheet](#) - on the CA Board Rules and the Professional Engineers Act
- ☐ **Two (2) self-addressed stamped postcards or envelopes** (you provide). The Board uses these to notify you regarding the status of your application.
- ☐ [FEES](#): An application fee must be included with all applications: \$125.00 plus additional civil fees below:
- ☐ Seismic Principles Exam \$150.00 and Engineering Surveying Exam \$150.00 must be paid at the time of application submittal if you wish to take the exams this cycle. Make check or money order payable to "DCA". You will find all the application and testing fees in the [Examination Fee Matrix](#).

AFTER you receive your application approval postcard, you will need to schedule your exam(s) with our testing vendor(s) during the appropriate scheduling periods and directly pay their required testing/scheduling fees: [NCEES](#) for the national exam (if required) and [Prometric](#) for the state exam.

- ☐ **Certified court documentation** for all convictions other than a minor traffic offense (including entering a plea of nolo contendere). Copies are not accepted, you must contact the court to obtain.

Mail the application and all materials to:

Board for Professional Engineers, Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300 • Sacramento, CA 95833-2944

(Tracking or delivery confirmation is recommended so you know the Board has received your application)



BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

Telephone: (916) 263-2222 – Toll Free: 1-866-780-5370

Facsimile: (916) 263-2246

www.bpelsg.ca.gov



APPLICATION FOR LICENSURE AS A CIVIL ENGINEER

Application Fee ONLY – No State Exam: \$125.00

(If only intending to sit for NCEES PE-Civil Exam)

Application and Both State Exams Fees: \$425.00

(Seismic Principles AND Engineering Surveying)

Application and One State Exam Fees: \$275.00(Seismic Principles ☐ OR Engineering Surveying ☐ - Check one)

(Payable to Department of Consumer Affairs (DCA) by check or money order only)

For Office Use Only

ID No. _____

Cert No. _____

EMS ID _____

Exam Date: ☐ Spring 20____ ☐ Fall 20____

NCEES ID (if known) _____

☐ - New ☐ - Comity ☐ - A complete NCEES Council Record has been ordered ☐ - Delinquent Reinstatement

Type your name exactly as you want it to appear on your wall certificate. Please Note: The names and addresses of Board licensees are public records and are published in both electronic and print media, as well as disclosed to the public upon request. You may use a home address, a post office box, or a business address where you can receive mail.

1. Last Name		First Name		Middle Name		2. Social Security No.	
3. Address of Record (Mailing Address):			City		State	Zip Code	Country
4. Birth Date (MM/DD/YYYY):		E-Mail Address:					
5. Daytime Phone Number (including area code & extension):		Evening Phone Number (including area code):			Cell Phone Number (including area code):		
6. If you have passed an engineering-in-training written examination, give the following information:							
State:		Certificate No. (if applicable):		Date of exam:		Waiver Requested <input type="checkbox"/>	
7. List states in which you hold a valid license as a professional engineer.							
STATE	BRANCH	EXAM DATE	CERTIFICATE NO.	EXPIRATION DATE	EXAM DURATION (hours)		
8. Education: University and Graduate Studies NOTE: Official sealed transcripts must be provided to be given credit for education. Foreign transcripts do not need to be sealed but must be translated into English and notarized. Evaluations are not accepted.							
NAME AND LOCATION OF INSTITUTION			ATTENDANCE (mo/yr)		COURSE OF STUDY	DATE OF DEGREE	TYPE OF DEGREE
			FROM	TO			
9. Have you ever been convicted of a crime (including entering a plea of nolo contendere) other than for a minor traffic offense? If YES, you MUST explain under Remarks on Page 2 AND submit certified court documents for each conviction with this application. Convictions dismissed under Penal Code section 1203.4 must be disclosed. <input type="checkbox"/> YES <input type="checkbox"/> NO							
10. Have you ever had licensure denied, disciplined, suspended, or revoked in any state (other than for lack of minimum qualification or failure of examination)? If YES, explain under Remarks on second page. <input type="checkbox"/> YES <input type="checkbox"/> NO							
11. Have you ever filed another application for licensure as a professional engineer or land surveyor with this Board? <input type="checkbox"/> YES <input type="checkbox"/> NO							
BRANCH:				DATE:			

I certify under penalty of perjury under the laws of the State of California that the information on this application as well as any other documents submitted in support of this application are true and correct to the best of my knowledge.

Applicant's Signature (Wet Signature Required) _____ Date: _____

USE TYPEWRITER OR FILL OUT FORM ONLINE, PRINT, SIGN AND MAIL THIS APPLICATION TO ADDRESS ABOVE. HANDWRITTEN FORMS WILL NOT BE ACCEPTED.

12. ENGAGEMENT SUMMARY AND REFERENCES FOR: _____

List your engagements below in reverse chronological order beginning at graduation. **Leave no gaps in the list.** If you were not employed in the engineering field, you must still list the dates and explain in the Remarks section. Your present engagement is No. 1. An engagement is one association, with one employer, in one capacity, at one level of responsibility. A change in engagement is a new employer, a promotion, or a significant change in duties, authority, responsibility, etc. Different projects in the same capacity for one employer are not considered separate engagements. Explain any overlaps in employment dates.

For each engagement claimed as qualifying experience, list the name of the person who will serve as your reference. Individuals serving as references must be licensed as Professional Engineers in California in the discipline of licensure for which you are applying or legally exempt from licensure. Individuals serving as references must have been appropriately licensed, or exempt from licensure, during the period of the engagement. **YOU MUST LIST A MINIMUM OF FOUR REFERENCES.** At least one of the applicants licensed references must be from someone who is or was in a supervisory capacity over the applicant, for each engagement for which the applicant desires credit. References must be from individual legally authorized to practice civil engineering in the state or country where the projects are located.

COMITY APPLICANTS: You **must** complete this page even if you are submitting an NCEES Council Record. If you do not complete this page, your application will be deemed incomplete.

ENGAGEMENT NUMBER	From MM/DD/YY To MM/DD/YY	Employer	Name of Reference	Reference's License No./State
	Months of Qualifying Experience**	City/State/Country of Employer	Professional Relationship	Branch
1				
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			
	MONTHS**			

13. REMARKS: Use this space for amplifying remarks and for replies to questions above or on Page 1 (including Questions 9 & 10).

** Qualifying experience includes only engineering work. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-engineering work, or summer work while a student. Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience. Qualifying experience means engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Professional Engineer.

Under the laws of the State of California, the State Board of Equalization and the Franchise Tax Board are allowed to share taxpayer information with the Board for Professional Engineers, Land Surveyors, and Geologists; the laws require a licensee to pay his or her state tax obligation and his or her license may be suspended if the state tax obligation is not paid.